

National Contract Management Association (NCMA)

DANTES Test Centers' Authorization

The National Contract Management Association (NCMA) authorizes military installations with DANTES test centers to administer the Certified Professional Contracts Manager (CPCM) and Certified Associate Contracts Manager (CACM) certification examinations sponsored by NCMA to uniformed military personnel.

Background

NCMA's certification program exists to recognize an individual's professional growth and development in the field of contract and business management. Formed in 1959, the program consists of two distinct certifications, the Certified Associate Contracts Manager (CACM) and the Certified Professional Contracts Manager (CPCM).

The job scope ranges from the administrative skills of managing, organizing, and planning, to the excitement and challenge of negotiating a major contract.

The CPCM program recognizes individuals who have attained a high level of education, experience, and training in the procurement and contracting profession.

The CACM program recognizes the mastery of the fundamentals of the government contracting profession. The examination is based on knowledge of the Federal Acquisition Regulation.

Address

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E-mail: wehrle@ncmahq.org

Description

CPCM Eligibility Requirements

To be eligible for CPCM certification, candidates must meet certain minimums associated with the following:

- Bachelor's degree
- Minimum of two years relevant work experience
- Contract and business management related training (8 credit, non-credit, certificate, or continuing education and training courses)
- Successful completion of the CPCM examination

NOTE: For more detailed information and information on CPCM's education waiver visit NCMA's Web site at www.ncmahq.org, and view the CPCM information packet.

CPCM Examination

The CPCM examination is a six hour essay exam and is divided into two parts: a three-hour General Exam (GE) section held in the morning, and a three-hour Areas of Concentration (AOC) section held in the afternoon.

The GE section pertains to general topics in contract and business management. The candidate answers five out of seven questions in the section. The first two questions are mandatory and the candidate selects three of the remaining five questions. Each of the five questions is worth 20 points. The passing score for this section of the exam is 70 points.

The AOC section concentrates on seven specific areas in contract and business management: legal; finance, economics, and accounting; production; contracting; logistics management; commercial purchasing; and state and local government procurement.

There are 35 questions in this section, five in each of the seven areas. The candidate must answer a total of five questions. Three must be from one specific AOC, and the remaining two questions must be from two different AOCs.

Failure to follow these directions will result in the candidate receiving a failing score for this section of the exam.

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Description, Continued

CACM Eligibility Requirements

To be eligible for the CACM Program, candidates must earn at least seven points with at least one point in each of the three areas listed below.

1. FORMAL EDUCATION

DEGREED

Highest Level Obtained	Points
Two Year Associates	2
Four Year Bachelors	4
Masters/Doctorate	6

NON-DEGREED OR COURSES TAKEN AFTER DATE OF LAST DEGREE

Semester Hours	Quarter Hours	Points
30-59	45-89	1
60-89	90-134	2
90-119	135-179	3
120+	180+	4

ALTERNATE TO DEGREE

Applicant must have ten years of experience and 24 CEUs or 240 hours of continuing professional education. (This option is worth two points).

2. AQUISITION EDUCATION AND TRAINING

One point awarded for each course (Each course must be a minimum of 24 contact hours of instruction).

3. REVELANT WORK EXPERIENCE

One Point awarded for each year of experience.

NOTE: For more detailed information visit NCMA's Web site at www.ncmahq.org, and view the CACM's information packet.

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Description, Continued

CACM Examination

The CACM examination is based entirely on information contained within the Federal Acquisition Regulation (FAR), except parts 52-53. CACM is an intermediate level certification program; questions are intentionally designed to assess mastery of the basic tenets of federal procurement.

The test is partitioned into sections and there are 40 questions on each section. The CACM exam is a 6-hour multiple-choice exam, consisting of 225-250 questions administered in two three-hour segments.

Relevant Work Experience

CPCM Applicants

In general, CPCM applicants must have a minimum of two years relevant work experience. Relevant work experience is work in any one of the following career fields:

Procurement, Legal, MIS/IT, Inventory Management, Program/Project Management, Production/Manufacturing Operations, R&D/Engineering, Marketing/Sales, Quality Assurance, Logistics, Finance/Accounting, or General Business Management

NOTE: Experience requirements may be waived for those holding a graduate degree.

CACM Applicants

CACM candidates must be able to document at least one year of relevant acquisition management related experience in career fields such as the following:

Procurement, Legal, MIS/IT, Inventory Management, Program/Project Management, Production/Manufacturing Operations, R&D/Engineering, Marketing/Sales, Quality Assurance, Logistics, or Finance.

How to Obtain an Application

Applications

Application forms are available from NCMA's National Office or can be downloaded from NCMA's Web site at: www.ncmahq.org. The applicant or an authorized DANTES Test Control Officer (TCO) should mail the completed application signed by the applicant with exam fee, accompanied by a letter on command letterhead from the TCO stating he or she will administer the exam.

Applications for the program can be submitted throughout the year. However, in order to sit for the most current examination session, applications must be **postmarked** no later than 1 March for the May exam, and 1 September for the November exam.

NOTE: Since all fees are nonrefundable, applicants are advised to read the information packet carefully to determine if they qualify for the program before submitting an application and fee.

Certification Fees

Certification Fees

The application fee is to be submitted with the application. Payment by check, Master Card, VISA, or Amex must accompany applications. Once the application has been approved, the candidate will receive notice that he or she has been approved and registered for the program.

The fees listed below apply to first time applicants and applicants who must reapply after their original applications have expired.

Program	Application Fee
CPCM - NCMA members	\$240
CPCM - Non-members	\$360
CPCM Retakes - NCMA members	\$120
CPCM Retakes - Non-members	\$180
CACM - NCMA members	\$180
CACM - Non-members	\$270

Fee Refund

Cancellation and Refunds

Fees are **NOT REFUNDABLE**. However, applicants who postpone taking the exam and provide written notice to NCMA at least ten days prior to the exam will have their exam registration fee carried over to the next scheduled exam.

Once an application has been approved, it will remain valid for three exam sessions. Candidates who fail to take the exam during this period will be required to reapply for the program by submitting a new application and paying a new application fee.

Transfer Policy between Programs

Transfer

Fees are **NOT TRANSFERABLE**. This means fees paid for application processing of the CACM Program cannot be transferred to the CPCM Program and vice versa.

In addition, fees paid toward a certification program cannot be applied for any other use, such as other NCMA programs or membership dues, unless stipulated by the Board of Directors.

Exam Retake Policy

CPCM Examination Retake

If a candidate is unsuccessful in passing one section of the exam, he or she is required to retake that one section only. The candidate must retake any unsuccessful section of the exam within two consecutive exam dates.

After this time, the candidate must retake the entire exam. Both sections must be completed successfully before the candidate can be certified as a CPCM.

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Exam Retake Policy, Continued

CACM Examination Retake

Candidates who fail three or fewer sections of the exam will be allowed the remainder of their two-year eligibility period, or an additional six months, whichever is longer. If certification is not acquired within that time, candidates must re-apply for the program.

Administration

Military Administration

DANTES TEST CENTERS MAY ADMINISTER THE CPCM AND CACM CERTIFICATION EXAMINATIONS TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS MILITARY REGULATIONS PROVIDE OTHERWISE.

Civilian Administration

DANTES test centers may administer the CPCM and CACM certification examinations to the following civilians on an **UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS** according to local command policy and Service regulations:

- Retired military personnel
 - Military family members
 - Veterans, and
 - U.S. federal employees
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Maintaining Professional Certification

Recertification All CPCMs and CACMs must recertify every five years. A total of 60 hours of instruction earned over the five-year period is required in order to qualify for recertification. Visit NCMA's Web site at www.ncmahq.org for more detailed information.

NOTE: Recertification candidates must complete at least 10 of their 60 required hours of instruction during the final 18 months of their five-year recertification period.

Problems

Problems If information pertaining to the examination is not received in a timely manner or if you have questions, please call 800-344-8096.

Examination Preparation

CPCM Study Materials A CD-ROM for the CPCM exam is available at the following Web site: <http://www.cpcm-prep.com>.

CACM Study Materials Candidates should be familiar with the Federal Acquisition Regulation. A copy can be downloaded from GAO's Web site. The *CACM Study Guide* (<http://www.ncmahq.or/prodev/certification.html#studymaterials>) includes both a detailed outline of the significant topics within the FAR parts and a practice test.

Security

Test Loss or Compromise

Refer to Part I of the *DANTES Examination Program Handbook (DEPH)* for complete instructions if there is an NCMA test loss or compromise.

Contact DANTES immediately and refer to specific Service regulations for complete instructions if there is a CPCM or CACM test loss or compromise. DANTES address is:

DANTES	Phone: (850) 452-1360
Code 20 F	DSN: 922-1360
6490 Saufley Field Road	Fax: (850) 452-1161
Pensacola, FL 32509-5243	

Approved for Veterans Reimbursement

MGIB Reimbursement

Eligible veterans may obtain reimbursement from the Department of Veterans Affairs for the costs of taking the CPCM and CACM examination. Additional information about this program may be found on the VA's Web site at www.gibill.va.gov/education.

Official Source of Information

NCMA Certification Examination

The NCMA Web site is the official source of data about the CPCM and CACM certification examination, to include information about their costs, the qualifications of individuals who may hold these certifications, and any other information pertaining to the credential.

Web Pages and E-mail Addresses

DANTES Web Address	Access the DANTES Web pages at http://www.dantes.doded.mil .
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NCMA Web Address	Access the NCMA Web page at www.ncmahq.org .
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DANTES E-mail Address	The DANTES Certification Program E-mail address is certprog@voled.doded.mil .
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